



**Arizona Department of Education
Team Nutrition Grant Financial Report
Tips to Complete Monthly Report**

Section 1: Basic Information

Complete the boxes by providing your name and your school name, date report completed, reporting month, phone number, and contract number. Check the box describing your school type.

Section 2: Program Meal Information

Complete each box by providing the number of meals served for each category. Each box should have a number or information provided. Place a "0" (zero) in any box that has no value or information available. We will call for information if a box is left blank.

Also provide the financial information about each category including the revenue and cost information. Subtract the Total Cost from the Total Revenue will determine the Profit/Loss recorded in the last column. All boxes are asking for dollar amount except the first box which is asking for the number of meals served for the month. Wage expenses can be reported in a lump sum amount for all categories if breaking out wage expenses by meal is not feasible. If one number is being provided record it in the first box and line through the remaining boxes.

Comments: explain any difference of 5% or greater from previous reports and record any antidotal comments from students regarding the implementation of the Nutrition Policy in your school. This may include feedback from students regarding changes in food options, changes in attitudes, changes in the mealtime atmosphere, days closed for break, etc.

Section 3: Student Sales

Complete each box by providing information regarding any student sales that occurs at your school during the report month. Use a "0" (zero) for any boxes where no activity or numbers are reportable during the time period. Check the appropriate box that represents the account used to collect funding from student sales and the ending balance of the account used for these sales programs. Provide comments about the Nutrition Policy impact on club and student sales and record any changes the policy makes to these sales activities.

Section 4: Other Food Sales

Complete each box by providing the monthly revenue and cost information for all other food sales occurring at your school during the month. This may include Al a Carte, Vending and School Store sales. Subtract Total Cost from Total Revenue to obtain Profit/Loss recorded in the last column.

Comments: explain any difference of 5% or greater from previous reports and record any antidotal comments from students regarding the implementation of the Nutrition Policy in your school. This may include the impact of the policy on vending machine choices and sales, school store sales and Al a Carte options and sales, etc.

Monthly Reports are due to ADE by the 10th.

Direct any question regarding completion of the financial report to:

Mat McCarty at 602-542-4815 or mmccart@ade.az.gov